



## R.M. Captain PTO

### PTO Meeting Agenda • Thursday, May 11, 2017, 7 p.m.

**Attendees:** Amy Brown, Cathy Chamberlin, Andrea Denny, Angela Gabel, Celina Haupt, Michela Henke-Cilenti, Anthony Kirk, Kathi Leicester, Erin Linnenbringer, Carolyn Pederson-Howard, Jessica Niehaus, Laura Pierson, Kim Smith, Suzanne Whitman, Heather Wohl.

- I. Approval of April minutes**—attendees approved the minutes.
- II. Introductions**—attendees introduced themselves.
- III. Principal’s Report** (Cathy Chamberlain presented for Dr. Jennifer Martin)
  - a. The unit currently being taught on literacy social justice empowers students to have a voice.
  - b. Farewells: Jan Davis (strings teacher), Audrey Wolters (SSD resource teacher), Ashley Carter (First Grade, moving to Kentucky). Dr. Martin is conducting interviews to fill the position.
- IV. Treasurer’s Report (Heather Wohl, Treasurer)** [Please refer to the financial statements at the end of these minutes.] The group went over the April 2017 statement of activity; Heather noted that 10-15K of the 90K in the bank has already been spent. Treasurer’s Report was approved.
- V. Captain Cares Budget Increase**  
 Michela stated we’re on track to raise about 4K; the group approved a motion to allow Captain Cares to spend up to \$4,500 while waiting for the money to come in (this gets added to the 2016-2017 budget). 50 bags of quality items (chemo kits) will be made. Kim Smith will talk to Dr. Martin about how best to distribute to faculty members 3 sets of donated Cardinals tickets.
- VI. Teacher Wish List Discussion and Vote**  
 The Teacher Wish List covers needs in the school. The group went through the Teacher Wish List, asking questions about particular ones. Andrea explained that we have the money to pay for all of the requests apart from the cello and a few other items (noted on the Wish List) for which funds will come from another source. PTO funds will come from unused teacher funds and unused counselor funds. A motion to approve the remaining items passed.

Separate requests:

a. Materials (including a giveaway book) for the kindergarten screening (estimated cost \$359.86). For years this has been paid out of pocket. Motion to approve up to \$400 for the screening was passed.

b. Chris Hwande is arranging an event to gather the kids at Concordia Park and view the solar eclipse; she'll need two porta-potties and a hand-washing station (estimated cost \$400). Motion to approve \$400 was passed.

c. Chris Hwande and Michael Gant noted we could use more than the current 10 folding tables we have. Cost per table (matching to the ones we have) is \$165. There is a locked place off of the gym where the tables can be stored. Chris and Mike would love to have about 25 more tables. Motion to approve up to \$2,000 to buy tables was made and seconded.

d. We Stories is an 18-month old organization that provides diverse grade-level-appropriate books and curriculum ("kits") to mostly white families to get them talking about race and diversity and to promote discussion with their kids. There is a proposal from Dr. Martin for the PTO to purchase 12 kits (\$100 each) to be stored at Captain and used by teachers or checked out by Captain families. Andrea suggested the purchase of fewer kits initially as a pilot to see how many teachers/families use it. The group had questions about implementation (like what group support there would be). We'll table this until September's meeting; we're supportive but want to have an understanding of how it would look in our school.

**VII. Vote on 2017-2018 Executive Board** The group approved the following executive board for 2017-2018 school year:

Laura Pierson and Pam Washington **co-presidents**

Heather Wohl and Kim Hurst **co-treasurers**

Suzanne Whitman **secretary**

Rhonda Adams **communications**

**VIII. Vote on 2017-2018 Budget** This budget was reviewed at the April meeting. Copies were distributed. There was some discussion regarding fundraising and what the target goal should be. This budget proposes changing the target amount to raise at the primary fundraiser to \$20,000 and to change expenses for the event to \$5000. Line 9340 New Parent Cocktail Reception expenditures changed from \$250 to \$500 to include the new families that will be part of the mentoring program. The group approved the budget with the changes.

**IX. Discussion of New Family Mentor Program**

Amy Brown and Erin Linnenbringer will match a current Captain family with each new, incoming family that does not have a kindergartener. Before the end of the school year Amy and Erin will solicit families that are willing to be host families. They also will be gathering information and ideas from families that had come from other schools this year.

**X. Adjourn** The meeting adjourned at 8:11 p.m.

**Event Reminders**

May 18<sup>th</sup> Chemo Kit Preparation

May 19<sup>th</sup> Community Team Picnic (kids are encouraged to wear community team t-shirts)

May 26<sup>th</sup> Field Day (note: families are welcome)

May 31<sup>st</sup> Move-up day—the kids meet with next year's grade level teachers and see the space

May 31<sup>st</sup> Captain Community Picnic—evening event for families

<b>R. M. Captain PTO</b>	
<b>Statement of Activity</b>	
April 2017	
	Total
Revenue	
4000 Contributions/Gifts Income	
4500 Other C/G Income	
4520 Escrips & Box Tops	36.82
Total 4500 Other C/G Income	\$36.82
Total 4000 Contributions/Gifts Income	\$36.82
6000 Program Income	
6300 Community-building	
6380 Yearbook	1,678.00
6390 Captain Cares	85.00
Total 6300 Community-building	\$1,763.00
6500 Educational programs	
6580 Team T-shirts	20.00
Total 6500 Educational programs	\$20.00
Total 6000 Program Income	\$1,783.00
Total Revenue	\$1,819.82
Gross Profit	\$1,819.82
Expenditures	
8000 Event/Fundraising Expenses	
8300 Trivia Night	3,291.41
Total 8000 Event/Fundraising Expenses	\$3,291.41
9000 Program Expenses	
9300 Community-building	
9380 Yearbook	3,284.19
Total 9300 Community-building	\$3,284.19
9400 Staff & Facilities	
9410 Garden	37.50
Total 9400 Staff & Facilities	\$37.50
9600 Other Expenses	
9650 Taxes	1.16
Total 9600 Other Expenses	\$1.16
Total 9000 Program Expenses	\$3,322.85
Total Expenditures	\$6,614.26
Net Operating Revenue	-\$4,794.44
Other Revenue	
6999 Interest income	4.16
Total Other Revenue	\$4.16
Net Other Revenue	\$4.16
Net Revenue	-\$4,790.28
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<b>Budget Overview: FY 17/18 - FY18 P&amp;L</b>	
August 2017 - July 2018	
	Total
Revenue	
4000 Contributions/Gifts Income	
4100 Funds for Excellence	5,000.00
4500 Other C/G Income	
4520 Escrips & Box Tops	1,200.00
Total 4500 Other C/G Income	\$1,200.00
Total 4000 Contributions/Gifts Income	\$6,200.00
5000 Events/Fundraising Income	
5100 Primary Fundraiser	30,000.00
5300 Trivia Night	1,000.00
5400 PTO Store	250.00
5600 Pancake Breakfast	1,000.00
Total 5000 Events/Fundraising Income	\$32,250.00
6000 Program Income	
6300 Community-building	
6380 Yearbook	3,500.00
Total 6300 Community-building	\$3,500.00
6500 Educational programs	
6580 Team T-shirts	1,500.00
Total 6500 Educational programs	\$1,500.00
Total 6000 Program Income	\$5,000.00
Total Revenue	\$43,450.00
Gross Profit	\$43,450.00
Expenditures	
7000 Contributions/Gifts Expenses	
7400 Barnes & Noble Book Fair	300.00
Total 7000 Contributions/Gifts Expenses	\$300.00
8000 Event/Fundraising Expenses	
8100 Auction	7,500.00
8600 Pancake Breakfast	500.00
Total 8000 Event/Fundraising Expenses	\$8,000.00
9000 Program Expenses	
9100 Grade-level specific	
9110 Kindergarten	
9111 Kindergarten discretionary	600.00
9112 Kindergarten Welcome	100.00
Total 9110 Kindergarten	\$700.00
9120 1st Grade	600.00
9130 2nd Grade	600.00
9140 3rd Grade	600.00
9150 4th Grade	
9151 4th Grade Discretionary	600.00
9152 4th Grade Cookie project	250.00
Total 9150 4th Grade	\$850.00
9160 5th Grade	
9161 5th Grade Discretionary	600.00
9162 Ambassadors	500.00

9164 Reception	300.00
Total 9160 5th Grade	\$1,400.00
9170 Field Trip grants	500.00
Total 9100 Grade-level specific	\$5,250.00
9200 Student Clubs	1,000.00
9230 Chorus Picnic/Breakfast	300.00
9300 Community-building	
9310 Buzzbooks	105.00
9340 New Parent Cocktail Reception	250.00
9341 CPAAS	1,000.00
9343 PTO Family Picnic	200.00
9360 Family Events	1,500.00
9370 PTO Lunch Forum	150.00
9380 Yearbook	3,500.00
9390 Kick-off New Family Orientation	200.00
Total 9300 Community-building	\$6,905.00
9305 Captain Cares	100.00
9400 Staff & Facilities	
9410 Garden	750.00
9420 P.E. Equipment	500.00
9430 Principal's funds	
9431 Principal's Discretionary Funds	500.00
Total 9430 Principal's funds	\$500.00
9435 Counselor's Discretionary Funds	100.00
9440 Staff Appreciation	2,000.00
9450 Wish List	7,500.00
9460 Captain Crisis Fund	1,000.00
9470 Specialist Fund	1,500.00
Total 9400 Staff & Facilities	\$13,850.00
9500 Educational programs	
9510 Art Show	1,500.00
9520 Black History Night	1,000.00
9530 Field Day	750.00
9540 International Night	2,000.00
9560 Summer Academy Books	700.00
9570 Science Fair	750.00
9580 Community Team T-shirts	1,300.00
Total 9500 Educational programs	\$8,000.00
9600 Other Expenses	
9610 PTO Council Dues	500.00
9620 Office Supplies	500.00
9630 Printing and Copying	1,000.00
9640 Postage & Delivery	200.00
9650 Taxes	10.00
9660 Bank fees	50.00
Total 9600 Other Expenses	\$2,260.00
Total 9000 Program Expenses	\$37,665.00
Total Expenditures	\$45,965.00
Net Operating Revenue	-\$2,515.00
Net Revenue	-\$2,515.00

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